Geotech Document Management System
October 2014
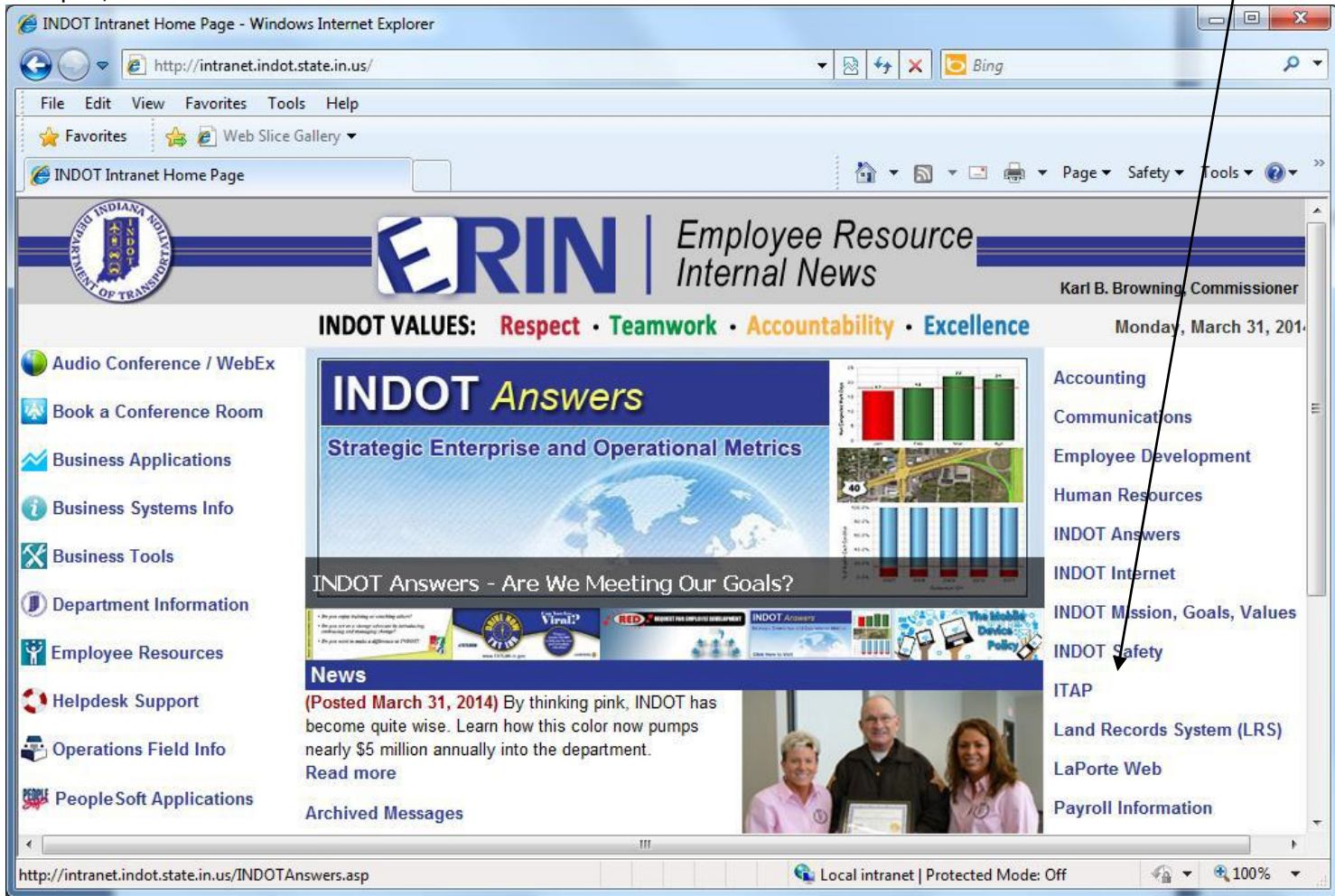
INDIANA DEPARTMENT OF TRANSPORTATION

1.) Getting to the Geotech Links

In order to get to the links for the Geotech users will need to go through ITAP. Here are the steps to get to ITAP.

    1.) Open Internet Explorer and wait for the ERIN (Employee Resource Internal News) website to open. Once it is open, click on the "ITAP" link.

This will take you to the ITAP page.

ITAP Enrollment and Login

Geotech Documents are accessed using ITAP (INDOT Technical Application Pathway) – Expalnd ERMS. Figure 1, that says Geotechnical Engineering, Geotechnical Engineering Document Management System.
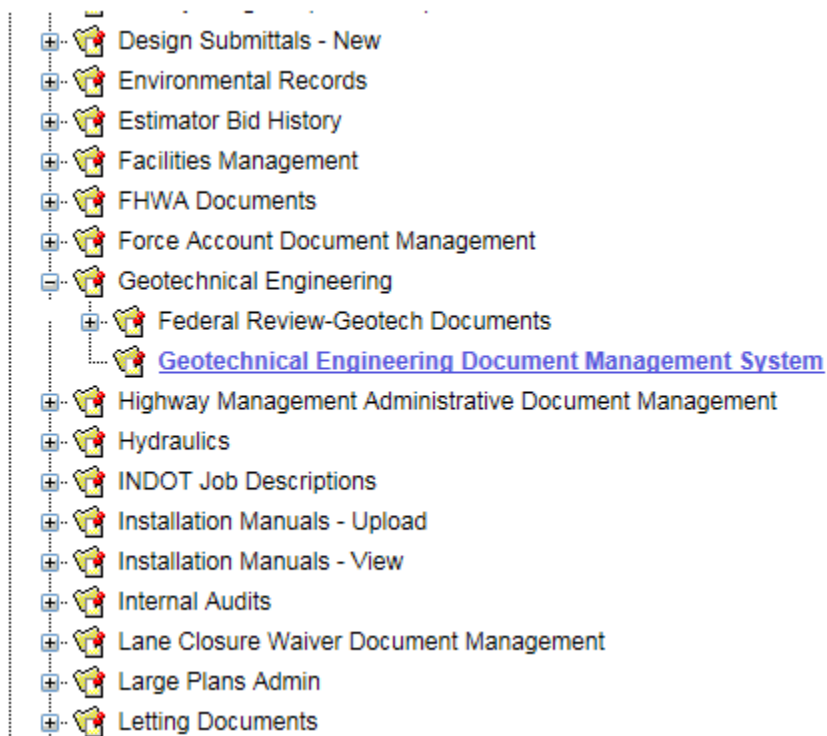

Figure 1

From the ITAP page, click on the right side of the page on the link for UCM URL.

Application Details	
Name	Contract Document Workflow
UCM URL	Click here to access application
BPM URL	Click here to access application
File Upload URL	Click here to access application
Description	Contract Document Workflow
Abbreviation	CDW
Last Login Time	
No of Users Logged In Today	0

You will then be at the UCM main page. To search for a document, use the Search pull-down and select Geotech Engineering Documents. To add a Geotech document, use the pull-down for New Check In and select Geotech Engineering Documents.

Checking in a document

Content Check-In Form for Geotech Engineering Doc

* Title	
* Author	TKoers
* Revision	1
* Security Group	geotech ▾
* Document Type	No Selection ▾
* Status	No Selection ▾
DES Number	
Consulting Firm	
County	No Selection ▾
Route Number		No Se
District	No Selection ▾
Structure	
Primary DES	
ContractNumber_MV	
Location	
LettingDate		🗓
GTReviewer	No Selection ▾
Profile	geotech ▾
* Files	

[Check In] [Reset] [Quick Help]

Glossary:

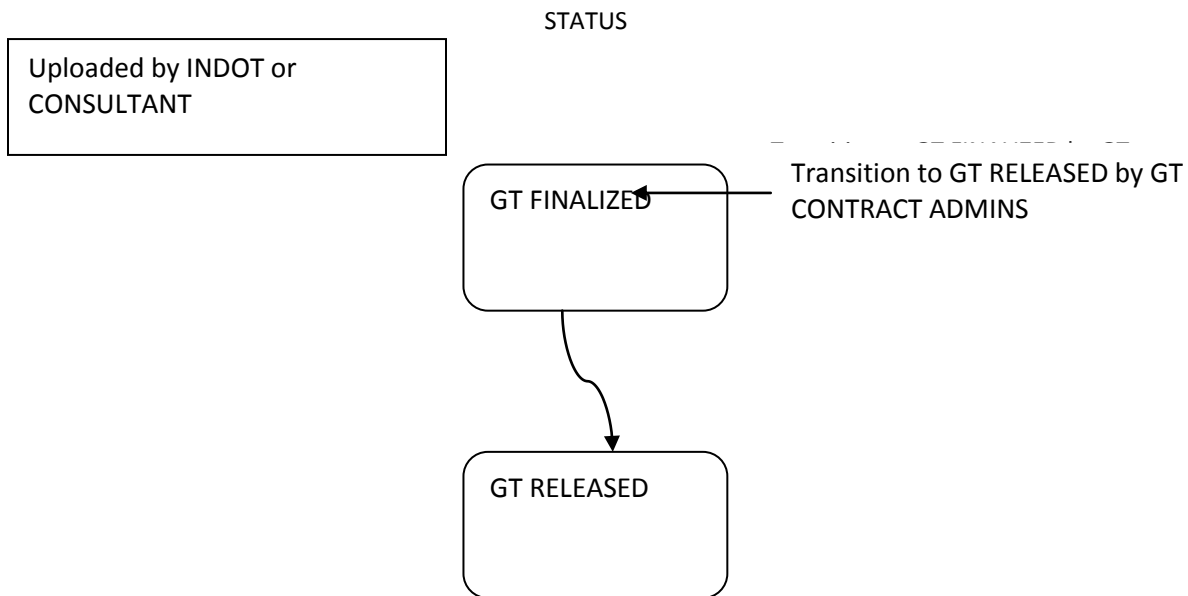| Metadata Field	Description	Value to be entered
Type	Document Type	This will be prepopulated GeoTech
Security Group	geotech	This will be prepopulated with design_ geotech
Account	This determines the access privileges of the document	The user need not enter the Account.
Title	This shows up on the results page when searched for the documents. This would be similar to the filename without the	This needs to be populated based on the naming conventions established by Geotech section.
Status	Submission status is GT FINALIZED.	
DES Number	A multi value field. Multiple field values can be	
Document Type	User can select the document type being uploaded	
Consulting Firm	A freeform field for entering the firm name	
County	County	Choose from a list.
Route Number	The name of the road	Choose from a list.
District	One of six INDOT districts	Choose from a list.
Structure	Structure name	Structure name
Primary DES	Designator for primary DES in the event of multiple DES	Enter primary DES.
Contract Number_MV	Contract Numbers related to the document	
Location	Project Related Data	These values help in searching for documents
Letting Date	Letting Date	Use Calendar icon.
GTReviewer	Who will be reviewing the documents	Choose from a list.

Glossary:

Profile	System related information.	This field is prepopulated with geotech

Document Flow Diagram in UCM

STATUS

Uploaded by INDOT or
CONSULTANT

Transition to GT FINALIZED by GT

Transition to GT RELEASED by GT
CONTRACT ADMINS

GT FINALIZED

GT RELEASED

To move a document to GT RELEASED status, find the document in UCM. Then change the status field to GT RELEASED. This will allow the document to be included in the ViewDocs internet page.